
D. FAMILIES THAT WORK (FTW) AND EXTENDED HOURS CHILD CARE (EHC)

CLARIFYING INFORMATION

1. Families that Work (FTW) is a family literacy program currently offered through Community and Technical Colleges and community based organizations to both TANF recipients and persons who do not receive TANF.
2. Extended Hours Child Care (EHC) is available to consumers who are participating in certain types of training. The child care is provided during non-standard hours at on-site licensed child care facilities through the Community and Technical Colleges (CTC). This program is available to both TANF and persons who do not receive TANF.

WORKER RESPONSIBILITIES

Authorizing FTW and EHC

1. Authorize FTW and EHC using the following procedures:
 - a. Check the WCCC Internet site to make sure the provider is eligible for either FTW or EHC. Different colleges have different hours designated for EHC.
 - b. A referral for FTW or EHC to WCCC may be made by phone or with a referral form. In either case, a signature from the college is required to verify that the student is enrolled.
 - c. Determine if care is part-day or full-day using the standard monthly hour calculation. Part-time care is 109 hours or less per month. Full-day care is 110 or more hours per month.
 - d. Always authorize 22 full-days or 30 part-days depending on monthly hours needed because payments under these projects are slot-based. Providers will bill according to actual days used.
 - e. Do **NOT** pay any activity and registration fees, non-standard hour bonuses or infant bonuses under either of the two projects. These fees are “built in” to the slot-based rates.

- f. Special needs rates are paid at the usual rate per region and by age of child. Pay part-day or full-day special needs rates according to the consumer's needs.
 - g. Terminate child care following normal advance and adequate notice procedures (WAC 388-290-0115 and WAC 388-290-0120). The parent, local CTC or child care provider is responsible for notifying the department if a client is no longer in FTW or EHC-related training or no longer in need of care.
 - h. Establish overpayments if conditions in WAC 388-290-0270 are met.
2. Providers caring for children whose parents/ guardians are FTW or EHC participants will receive a designated rate. Rates do not vary by geographic location. The only variations are by child's age and type of authorization.

Age of Child	Daily full-day rate	Daily part-day rate
Infant (0-11 mos.)	\$40	\$24
Toddler (12-29 mos.)	\$35	\$21
Pre-school (30 mos.-5yrs)	\$30	\$18
School-age (5yrs-12yrs)	\$25	\$15

3. The service codes for the FTW and EHC projects are:
 - 2968: **FTW** - Licensed / Certified Center Full Day
 - 2969: **FTW** - Licensed / Certified Center Part Day
 - 2958: **EHC** - Licensed / Certified Center Full Day
 - 2959: **EHC** - Licensed / Certified Center Part Day
4. The consumer, local CTC, or child care provider is responsible for notifying the AW if the consumer is no longer attending the FTW or EHC program.
5. When FTW or EHC are incorrectly coded by the AW, the college will contact the AW within 90 days to request correction of the authorization back to the date of the enrollment.
6. Some EHC consumers need additional care during the regular day which is paid for at the regular child care rates. This authorization will appear as two separate lines of SSPS code.

EXAMPLE 1

Nancy brings her son Nathan to an approved CTC EHC child care site from 2:00 to 8:30 on Tuesdays and Wednesdays while she is attending class and work study. The approved EHC hours for the child care site are from 4:30 to 9:00 p.m. Monday through Friday.

Authorize two separate lines of SSPS as follows:

Line 1:	92947	\$8.00/Da	9	\$72.00
Line 2:	02958	\$18.00/Da	30	\$540.00

EXAMPLE 2

John is attending a CTC during the day time hours of Monday through Friday from 8:00 a.m. to 1:00 p.m. John works two nights a week and uses the child care at the CTC. John's evening hours at the child care facility are paid at the EHC rate even though he is not attending school during those hours.